

**MAYOR**

James Dodge

**VILLAGE CLERK**

Mary Ryan Norwell

14700 S. Ravinia Avenue  
Orland Park, IL 60462  
(708)403-6100  
[orlandpark.org](http://orlandpark.org)



**TRUSTEES**

William R. Healy

Cynthia Nelson Katsenes

Michael R. Milani

Dina M. Lawrence

John Lawler

Joanna M. Liotine Leafblad

## Staff Report to the Plan Commission

### Findings of Fact and Recommendation Discussion Item

Prepared: 1/29/2026

---

**Project:** 2026-0143 – Findings of Fact and Recommendation Discussion Item

**Purpose:** The Plan Commission typically approves the Findings of Fact for each case as part of the Staff Recommended Action for each project. This case aims to separate the Findings of Fact into an independent action, ensuring clear actions and explanations for each case as a best practice and to maintain compliance with established laws.

### **SUMMARY AND DISCUSSION**

---

Findings of Fact are required under Illinois law to show how land use decisions are based on the standards in the zoning code and the evidence presented at the hearing. They create a clear record of the reasoning behind a land use decision and ensure the action is legally defensible if challenged.

#### **Current Practice**

The Findings of Fact are reflected in the Staff Report and are confirmed through the Plan Commission's action on the recommended motion. Each Staff Report typically includes language such as:

*"When considering an application for a special use permit, the decision-making body shall consider the Findings of Fact below. The petitioner has submitted responses to the Special Use Standards Worksheet attached to this report. Staff finds the responses to the Special Use Standards sufficient for this case."*

Each Staff Recommended Motion typically includes language such as:

*"Staff recommends to accept and make findings of fact as discussed at this Plan Commission meeting and within the Staff Report dated January 29, 2026;"*

With this practice, the Staff Report and Special Use Standards Worksheet provide the factual and analytical basis for the Findings of Fact for each case. By approving the Staff Recommended Action, the Plan Commission formally adopts and makes the Findings of Fact, based on the testimony presented in the Staff Report and during the discussion held at the public hearing.

#### **Proposed Practice**

Staff proposes preparing the Findings of Fact for each case as a separate written document, using the attached template, after the public hearing and Staff Recommended Action. The Plan Commission's action at the public hearing will establish the decision, and staff will then complete the attached Findings of Fact template to reflect the discussion and findings made at the hearing.

### **Proposed Timeline Example**

This below table outlines the process of the proposed Findings of Fact adoption. This timeline provides staff with time to complete the Findings of Fact template, circulate the draft to Plan Commission members, and receive any feedback prior to the Chairperson signing off. It also ensures there is enough time for the case to move forward to the Board of Trustees and Committee of the Whole agenda without delaying the overall project schedule.

<b>Days Elapsed</b>	<b>Action</b>	<b>Date</b>
Day 0	Public hearing and Plan Commission action	Tuesday, February 3
Day 3	Draft Findings of Fact circulated to Plan Commission members for feedback	Friday, February 6
Day 8	Chairperson approves the Findings of Fact	Wednesday, February 11
Day 13	Findings attached to the case for the Board of Trustees / Committee of the Whole agenda	Monday, February 16

---

### **PLAN COMMISSION RECOMMENDED ACTION**

This item is for discussion only.